



## Vacancy Announcements

The City of New Orleans Health Department is seeking a qualified candidate for the position of Program Coordinator for the Municipal Court Community Alternatives Program (CAP).

### Job Requirements

The Program Coordinator must have knowledge of the New Orleans Criminal Justice System, problem-solving court models, case management principals, and general program development and administration. The Program Coordinator is responsible for implementing the program, managing its operations in coordination with the CAP Judge, and ensuring service provision to all participants. The Program Coordinator should have strong leadership skills and the ability to work with a multi-disciplinary team.

A bachelor's degree and a minimum of two years of experience providing mental health case management to justice-involved individuals with mental health issues or providing direct service to individuals with mental illness in the justice system, preferably through a problem-solving court or diversion program. A Juris Doctorate or a Master's Degree from an accredited college or university in public health, social work, criminal justice, a social science or a closely related field may be substituted for one (1) year of the required experience.

Job responsibilities include the following:

- Program Operations
  - Assist in screening participants for eligibility for CAP
  - Develop and maintain written policies and procedures to guide the operations of the CAP program that ensures compliance with all state and local rules and regulations. These policies and procedures should be updated routinely and contain a participant handbook for distribution.
  - Supervise the operations of the community alternatives program, including supervising related personnel, leading treatment team meetings, providing participant information for court proceedings to the CAP Judge, and adjusting practices as necessary to ensure the delivery of quality services.
  - Ensure entry of participant data into the data collection system and ensure that all information is current and routinely updated.
  
- Outreach
  - Communicate regularly with relevant government agencies, stakeholders, service providers, and the general public about CAP, eligibility requirements, and resources available/required.
  - Coordinate and support the activities of the CAP Steering Committee and provide the group with needed information on the operations of CAP.
  - Meet regularly with treatment providers to review services provided, treatment models, resource needs, and linkages with various community support services.
  - Seek out and coordinate training and technical assistance opportunities for the CAP program staff, stakeholders, community providers, and related government agencies.

- Evaluation and Sustainability
  - Survey CAP participants, community partners, and stakeholders periodically to obtain feedback on operations and effectiveness of the Community Alternatives Program.
  - Completes quarterly and annual program progress reports based on CAP goals, objectives, and outcome measures.
  - Research available funding opportunities and develop or assist in developing funding requests.
  - Participate in community and government working groups related to the planning, development, management, funding, or evaluation of behavioral health courts.

## **Program Overview**

Located in Municipal Court, the Community Alternatives Program (CAP) works with individuals with mental illness to reduce their contact with the criminal justice system by providing community-based treatment alternatives to incarceration. The mission of the Community Alternatives Program (CAP) is to minimize and reduce the contact that individuals with mental illness have with the criminal justice system through the effective application of therapeutic jurisprudence and treatment while ensuring a fair, respectful and inclusive experience for all participants.

The goals of CAP are the following:

- 1) Increase public safety,
- 2) Improve the quality of life for participants, and
- 3) Improve the efficient use of available resources through collaboration among behavioral health and criminal justice stakeholders and practitioners.

## **How to Apply**

Interested applicants should forward their resume and cover letter to Chris Gunther, Violence & Behavioral Health Program Lead at [cjgunther@nola.gov](mailto:cjgunther@nola.gov).